

ARCHDIOCESE OF CHICAGO PAY REQUEST DOCUMENT CHECKLIST

	<u>FIRST</u> PAYMENT OF THE CONTRACT	<u>SUBSEQUENT</u> PAYMENTS OF THE CONTRACT	<u>FINAL</u> PAYMENT OF THE CONTRACT	<u>FIRST & FINAL</u> ONLY PAYMENT OF THE CONTRACT
✓ = Required Document				
ϕ = REFERENCE ALL FORMS AT archchicago.org/facilities				
W9 Taxpayer ID & Certification Form	✓			✓
Required of all new contractors				
Required if contractor has not been paid by AOC bank in last 2 years				
Required if any change in vendor information				
CURRENT INSURANCE CERTIFICATE ϕ	✓			✓
Should accompany executed contract				
Must name " Catholic Bishop of Chicago " and " Parish " as additional insureds in Description box				
Insurance coverage must be in place for the entire project construction period				
Insurance certificate to be submitted with executed contract and prior to commencing with work				
Reference appropriate trade sample insurance certificate -- ϕ Contractor ϕ Design Professional ϕ Environmental				
INVOICE	✓	✓	✓	✓
Contractors must provide labor and material breakdown and indicate % work completed. General contractors (GC) must submit AIA G702, G703.				
Include work performed dates for time period invoiced				
Dollar value must exactly match the accompanying waiver and pay request.				
Architect/Consultant invoice must include percent of work completed and yet to be finished (no waiver of lien required)				
ϕ ARCHDIOCESE PAY REQUEST FORM	✓	✓	✓	✓
ϕ Must use form found on website electronic entry will compute automatically				
Dollar value must exactly match the accompanying waiver and invoice				
Must be signed/dated by the Pastor				
Must include work performed dates for time period invoiced and match invoice				
Noted Extra Work or Deduction should match executed change orders (ϕ Change order form can be found on website)				
Note: Change orders cannot be billed until an AOC change order is executed				
Any previous payments must match invoice and waiver of lien				
ϕ PARTIAL WAIVER OF LIEN	✓	✓		
ϕ FINAL WAIVER OF LIEN			✓	✓
Waivers must be filled out properly and entirely				
Invoiced amount is entered numerically and alphabetically in top section.				
Full contract amount (including any executed change order amounts) and previous paid amounts are entered in the lower paragraph and in the table				
Must be signed and notarized				
Final Waiver dollar amount remaining must compute to \$0.00				
Waivers are not required for Architect and Consultant pay requests				
CLOSE OUT DOCUMENTS			✓	✓
Internal Archdiocese Close Out form to be completed by Construction Manager & reviewed/signed by Pastor with scheduled 11 month walk-thru				
Documents required, where applicable:				
Punch List accepted by Parish & Architect				
As Built Drawings				
Substantial Completion form				
Certificate of Occupancy				
Equipment Training with O&M manuals and specifications				
Warranty/Guarantee				
NOTE: SUBMITTALS THAT HAVE ERRORS OR ARE INCOMPLETE WILL CAUSE DELAYS IN PAYMENTS.				